BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND

AFMC MANUAL 21-2

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Maintenance

ENGINEERING DATA STORAGE,
DISTRIBUTION, AND CONTROL

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This manual in conjunction with AFMCI 21-401, *Engineering Data Storage, Distribution, and Control,* provides detailed guidance and instructions for the implementation of policy prescribed for managing engineering data stored, distributed, and controlled by authorized Air Force Materiel Command (AFMC) Engineering Data Support Centers (EDSC) or repositories. This manual applies to all AFMC offices that use, analyze, modify, purchase, or evaluate engineering data elements and is limited to only that information necessary to accomplish engineering data storage, distribution, and control within the AFMC. All other information not directly pertaining to this process has been eliminated. This manual does not apply to the Air National Guard or US Air Force Reserve units and members.

SUMMARY OF CHANGES

This revision corrects initial editorial ambiguities of structure and updates AFMC Form 41 references. Appendices were updated as follows: Appendix 1 - DODISS Library requirements to align with AFI 21-401 and Appendix 4 - inserted paragraph regarding trade secrets that are proprietary.

Section A—Introduction & Objectives

1. Introduction. The AFMC engineering data storage, distribution, and control process applies to all levels of organizations throughout AFMC. It is intended to make efficient and effective use of engineering data acquired through contract or developed organically.

2. Objectives. The principal objective is to provide detailed guidance for the implementation of AFMCI 21-401 policy. Additionally, where operational relationships are established with other functions, this guidance is also provided to enhance the effective use of engineering data in support of Air Force weapons and support systems. The processes and procedures established are to ensure that standard engineering data control practices are implemented and applied to all activities.

Section B—Control & Management Functions

3. Delivery of Engineering Data. Engineering data received must be adequately controlled to assure it can be used for intended purposes. This includes extensive review of received data for compatibility with existing data storage and retrieval systems, assurance that data containing limited rights information is clearly and properly identified, that the quantity of data delivered is complete, and delivery is according to applicable contract schedules.

3.1. Delivered Data Completeness. Activities determining technical acceptability of engineering data delivered by contract are required to accomplish a completeness evaluation to ensure documents which are critical and necessary have not been omitted from the delivery.

3.1.1. Top-down-breakdown assessments, using the guidelines in MIL-HDBK-288 should be routinely applied in the technical acceptance process.

3.1.2. Initiate action through the program office and contracting officer to address resolution of all missing data.

3.1.3. Manual or computer based records are to be established to record deficiencies in contract deliveries and validate corrective actions.

3.2. Receipt of Engineering Data . AFMC Form 176, Engineering Data Inspection and Processing Record, or locally developed automated computer based system, is used to document receipt and review of contractor engineering data deliveries. Satisfactory completion of delivered engineering data reviews is the basis for acceptance of the data by DD Form 250, Material Inspection and Receiving Report, OMB No 0704-0248, action. AFMC Form 176 is also used for reviews of filming or scanning of in-house source documents; refilming or scanning of flawed or mishandled record copies of data; and, record deficiencies in a contract delivery.

3.3. Deliverable Status Tracking. AFMC Form 177, Repository Due-In Asset Record, the Engineering Data Acquisition Record File (EDARF), or other locally developed automated computer based system, may be used to track contract deliveries of engineering data.

3.3.1. Records must identify the initial due-in date, any revised due-in dates, and the actual delivery date.

3.3.2. Pertinent information as specified on AFMC Form 177 or other locally generated computer record should be accurately entered to reflect all information necessary to monitor incoming data deliveries.

3.3.3. Periodic review of AFMC Form 177 or extraction of computer reports procedures must be accomplished to allow for timely follow up of delinquent contract deliveries.

3.4. Filed Image Card Accounting. AFMC Form 180, Engineering Data Checkout, will be used to account for the removal of repository image cards from master files, reserve files, secondary reserve files, or special project files. Each time an image card is removed from a file, the individual removing the image card will enter all information on the AFMC Form 180.

3.5. Fiscal Planning. Authorized AFMC repositories must identify future requirements and forecast funds to acquire necessary materiel to support the repository function. In addition to facility and other operational requirements, the following items, previously funded by HQ AFMC, must be considered.

3.5.1. Unprocessed tabulating, aperture, camera, and copy card requirements including DD Form 1309, Model or Type Designation Card, DD Form 1310, Part and Drawing Number Card, and DD Form 1563, Dual Purpose Engineering Document Card.

3.5.2. Digital media products including computer diskettes, CD ROMs, and magnetic tapes used for the production of bid-sets and transmittal of engineering data.

3.6. Engineering Data Replacement. Procedures will be established and applied to replace unusable, and acquire missing or overlooked, engineering data.

3.6.1. Unusable Data. Official record copies of engineering data which have been requested by repository users and are determined to be unusable shall be replaced with usable data copies.

3.6.2. Repositories will make maximum use of the Military Master Engineering Data Asset Locator System (MEDALS) to determine if usable data can.

3.6.3. Repositories will use MEDALS indexes and MIL-HDBK-331 to obtain guidance on how to order data.

3.6.4. Missing and Overlooked Data. Missing data identified during the loading of contract deliveries, and data overlooked during initial acceptance review, will be identified and submitted to the activity working the engineering data acquisition effort.

3.6.4.1. Each missing and overlooked document, or page of a document, needs to be identified.

3.7. Foreign Visitor Control. The following procedures will be applied to control foreign government representative's access or visits to any authorized AFMC repository.

3.7.1. Visitor Verification. Verify each foreign government representative has authorization which has been coordinated through the foreign country embassy in Washington DC, SAF/IADD, and HQ AFMC/INF.

3.7.2. Visit Authorization. Each visit authorization shall identify the purpose of the visit and the weapon system to which the visit applies. Visitors are normally allowed to view master set data, pick up selected copies of viewed data, or pick up copies of previously requested data.

Section C—Customer Service

4. Documentation of Findings. Activities with AFMC authorized repositories shall use AFMC Form 179, **Repository Release/Withhold Findings Non-Government Activity Request**,and AFMC Form 179A, **Repository Release/Withhold Findings Non-Government Activity Request (Continuation),**or equivalent computer generated file to document release or withholding findings against non-government requests for engineering data located in the repository master file.

4.1. Requests. Local and off-site customer requests for data from an EDSC will be accomplished using the following procedures.

4.1.1. Submittal. AF Form 1147, Request for Engineering Data, letter, facsimile, electronic mail, message, or telephone mediums may be used to request data. Local and non-local customers and EDSCs with access to the Contract Data Management System (CDMS) may also use the CDMS medium to order data. AF Form 1147 completion accompanying instructions are contained in attachment 10.

4.1.2. Authorization. Establish, issue, and maintain authorization accounts for all locally supported customers with a continuing need for over-the-counter delivery or digital access. The repository must maintain a listing of account numbers and the customer name tied to each account number. Computer record files should receive first consideration for keeping current records.

    4.1.2.1. Local or off site customers ordering data over-the-counter or by other means of communications, must provide a completed AF Form 1147 or provide the repository agent with all the information necessary to complete an AF Form 1147.

    4.1.2.2. Customers requiring remote access to electronic engineering data storage systems must process a completed AFMC Form 41, JEDMICS Access Request, to the EDSC JEDMICS password administrator. Customers requiring over-the-counter access to data from the EDSC will process a completed AF Form 1154, Signature Card, or an addendum to the AFMC Form 41 which fulfills the same function as the signature card.

    4.1.2.3. Revalidation of authorization listings and system access must be accomplished at least annually.

4.2. Special Actions. AF Forms 1147 should be used by customers to initiate requests for special projects such as correction of missing or illegible data, and initiation of challenge actions.

4.3. Bid Sets. The process for producing bid sets developed jointly by ALC contracting, EDSC, and technical content functions will address the following items:

    4.3.1. Names, office symbols, and telephone numbers of focal points.

    4.3.2. The predetermined quantity of bid sets for each request.

    4.3.3. Procedures that allow for increasing or decreasing bid-set quantities.

    4.3.4. Procedures that define when slave decks should be prepared.

    4.3.5. Procedures to notify contracting officers when a bid-set document image contains a military critical sensitive or other restrictive distribution legends other than export control notices.

4.4. Bid Set Planning .

    4.4.1. Advertising. Ensure the plan requires advertisement of the contract action as required by Federal Acquisition Regulation (FAR) Part 5, and supplements. Solicitations may be simply posted in a public place at the contracting office or may require a synopsis in the Commerce Business Daily (CBD) depending on the established thresholds (expected contract cost) in place at the time of contract award. Whether "posted" or synopsized in the CBD, the advertisement should explain that those interested in submitting a bid must be a certified contractor and must provide a copy of their DD Form 2345, Military Critical Technical Data Agreement. The telephone or facsimile number of the person who can provide copies of the bid set and related information should also be provided.

    4.4.2. Application Control. Ensure the plan requires a statement be provided with the bid-set that the documents are provided for bidding purposes only, certification is required in writing that copies have not been made or provided to any other parties, and that the copies provided have been destroyed.

    4.4.3. Source Restriction. Procedures for notifying contracting officers when a bid set only supports the contract award to approved or qualified sources.

4.5. Engineering Data Distribution. The following are established to ensure that standard engineering data distribution practices are implemented and applied to all activities authorized AFMC repositories:

4.5.1. Reserve Files and Updates. Repositories shall establish data set reserve files with automatic update capability to support Air Force maintenance activities; i.e., depot level overhaul shops and field level repair shops. The following practices shall apply:

4.5.1.1. Primary reserve files with current mailing lists are established and maintained for each maintenance activity supported. A secondary reserve file and a special project file may also be maintained.

4.5.1.2. Minimize the requirement for reserve files and manual updates through use of local and remote digital access connectivity.

4.5.1.3. For nondigital data, reserve files should normally contain only noncamera silver duplicate master image cards. However, reserve files may be a mixture of camera masters, silver duplicate noncamera masters, or diazo copy cards.

4.5.2. Authorization. Maintenance activities will establish requirements for new sets of data and notify the supporting EDSC when a reserve file data set is no longer required. Authorization to establish new data sets requires the following actions.

4.5.2.1. A maintenance or repair activity at a location serviced by an EDSC will submit a data set request that includes a justification and impact statement and has been approved by a Chief of Maintenance or equivalent level of authority to the servicing EDSC. The EDSC will assign a project number and forward the request to the requesting activities MAJCOM focal point.

4.5.2.2. A nonmaintenance or maintenance activity not serviced by a local EDSC will submit a data set request using procedures in subparagraph 4.5.2.1. above, but shall process the request through the MAJCOM focal point.

4.5.2.3. After MAJCOM approval, requests will be forwarded to the EDSC that will provide the data set and any subsequent updates. Each approved data set request shall specify if the request is a one-time issue only or if automatic updates are required.

4.5.2.4. EDSCs will verify the completeness of each request and, if necessary, request the information needed to process the request from the submitting MAJCOM. Initial or corrected requests should be processed in 45 calendar days.

4.5.2.5. Activities that receive reserve or special project updates will periodically review, update, and revalidate the need for the files.

4.6. Reserve File Content. Each reserve file should only contain data required by a maintenance activity. Within the constraints of the repository and maintenance facility resources, the following practices should be followed:

4.6.1. Create individual document (part) number listings for each maintenance activity data set.

4.6.2. Create individual subsets for each next higher assembly (NHA) or end items (EI) associated with the basic set of data.

4.6.3. Maintain current mailing lists that identify the set of data required by each addressee. The primary addressees are usually category IV local base-level EDSCs, but may include individual offices or persons when a local base-level EDSC is not available at their location.

4.6.4. Establish procedures to annually update and revalidate data set requirements (add, delete, modify, update address, etc.).

4.7. Department of Defense Index of Specifications and Standards (DoDISS) Support. Each activity that has an AFMC authorized repository and wants to establish a DoDISS support capability shall be required to budget for and acquire a microfilm or CD-ROM support service for customer use. However, customers that make repeated requests for documents listed in the DoDISS will be required to establish accounts with the Department of Defense Single Stock Point (DoDSSP).

Section D—Freedom of Information Support

5. Application. When a nongovernment activity

submits a request for engineering data that cites or implies Freedom of Information Act (FOIA) status, the requirements of AFI 37-131/AFMCS 1, *Air Force Freedom of Information Act Program,* must be applied in processing the request.

5.1. Initial Actions. For the handling and processing of an FOIA request, immediate establishment of procedures is essential. The following actions are required upon receiving an FOIA request:

5.1.1. FOIA Focal Point . Designate an engineering data focal point to receive FOIA requests from the local base administrative FOIA control office.

5.1.2. Direct Submissions. Process FOIA requests mailed directly to the engineering data FOIA focal point to the local base administrative FOIA control office.

5.1.3. Management Control. Establish internal FOIA suspense tracking using AF Form 388, Communication Control Record, or other local computer generated files.

Initiate an AFMC Form 179 and AFMC Form 179A or comparable computer record file and complete all required entries.

Establish a project folder for each request received from the FOIA office which contains, as a minimum, an unmarked copy of the FOIA office request and completed AFMC Form 179 and AFMC Form 179A. When necessary, make working copies of project file documents for use by focal point and repository action agents.

5.2. Data Search. The assigned repository action agent will search the repository master file to determine the availability of the requested data.

5.2.1. For each requested document record the number of image cards, classification, if previously released to public domain, rights status, and distribution statement restrictions in the appropriate column on AFMC Form 179 and AFMC Form 179A.

5.2.2. Make one set of copy cards for all releasable data and, if requested, one set of paper prints. Also make two sets of all documents with restrictive legends. Do not make copies of classified documents.

5.2.3. Process completed project packages to the engineering data FOIA focal point.

5.3. Availability Review. Review each completed project received from the repository and perform a search using MEDALS to determine the availability of data at another repository.

5.4. Release Letter. Prepare and process a final/interim release letter for all releasable data and, when appropriate, identify any document that is not available. When data is not available, enter a suggested source for the data based upon a MEDALS search. Attachment 6 contains an example of a final/interim release letter.

5.5. Proprietary Data. Apply the following procedures when a requested document has a proprietary ownership or Government Purpose License Rights (GPLR) legend on the image or a restrictive rights code has been entered in the Hollerith information:

5.5.1. Extension. Contact the administrative FOIA control office and request a 30 calendar day extension to process a written inquiry to, and a reply from, the owner of the restricted rights data and a follow-on evaluation by the JAG office. Document the new suspense date in block 9 of the AFMC Form 179.

5.5.2. Inquiry Letter. Prepare an inquiry letter to the document owner identified in the GPLR legend or the original design activity as reflected by the Commercial and Government Entity (CAGE) activity. Attach a 5 U.S.C. 552(b)(4) information page and one set of the image cards with restrictive legends. An example of the preferred inquiry letter is contained in attachment 3 which has been structured to address engineering data needs.

5.5.2.1. Initiate follow up when a reply to the inquiry letter has not been received within 5 work days of the updated suspense date. Contact the owner via telephone and ask when a written response can be expected. If necessary, contact the administrative FOIA control office to adjust the suspense date.

5.5.2.2. Evaluate each response and prepare a final release letter to immediately release some or all of the documents that can be released. An example of a final release letter is contained in attachment 2.

5.5.2.3. Prepare a package for JAG evaluation when a response states the documents are not releasable. If necessary, schedule a personal meeting to go over technical issues with the JAG office so they can make a complete and intelligent review prior to providing a written legal opinion. The package should contain:

5.5.2.3.1. A formal letter requesting an official JAG office opinion.

5.5.2.3.2. A copy of the inquiry letter mailed to the document owner.

5.5.2.3.3. A copy of the owner's response.

5.5.2.3.4. A print copy of the document which contains the limited rights information (legend).

5.5.2.3.5. A copy of any additional contractual agreements that may have been implemented in the original Purchase Request (PR) or in the original data acquisition contract. When applicable, this information should be available from contract files of the Engineering Data Acquisition Record File (EDARF) maintained by the Engineering Data Management function.

5.5.2.4. When a response withholds the release of rights, and the JAG office opinion agrees,

the documents must be withheld, and a denial letter (Exemption 4 applies) is to be prepared and issued. Attachment 4 is an example of a suggested letter.

5.5.2.5. When a response withholds the release of rights, and the JAG office written response does not agree with the response to withhold, the applicable document(s) must be released. Initiate action to remove the proprietary legend from the official record copy of data.

5.6. Militarily Critical Data. Apply the following procedures when a requested document image has a legend that says "THIS DOCUMENT CONTAINS MILITARILY CRITICAL DATA" or a restrictive distribution code statement other than "A":

5.6.1. Verification. Contact the document's technical data content manager to verify that the militarily critical data legend is valid.

NOTE:

Only documents whose information is totally related to the Militarily Critical Technology List (MCTL), Munitions List (ML), or Commodities List (CL) may be designated as militarily critical data. Furthermore, the document's information must have no commercial value and be solely related to specific military application or to a deficiency of a potential adversary. Very few unclassified repository documents are of this nature. Those that do not meet the requirements are usually associated with the ML.

5.6.2. Release Criteria. Documents appropriately designated as militarily critical data are releasable only if the conditions set forth in a DD Form 2345, Militarily Critical Technical Data Agreement, apply.

5.6.2.1. Research the Certified Contractor Access List (CCAL) for each DD Form 2345 and verify that the requester is a certified contractor. Then check the DD Form 2345, block 4 business description to see if it "specifically" matches the contents of the militarily critical data document. If it does and if the document has previously been released in a documented controlled bid-set solicitation, or if it is expected to be released in a future documented controlled bid-set solicitation, it is releasable to a certified contractor who meets these requirements. If released, a controlled condition release letter will be prepared. Attachment 5 contains an example of the controlled release letter.

5.6.2.2. If a copy of a DD Form 2345 is not received with the request, research the CCAL. If the requester is listed, contact by telephone and state that a DD Form 2345 is required to process their request. If the requester is not listed, a denial letter (see attachment 8) should be processed.

5.6.2.2.1. The following statement must be added to the first paragraph of the letter: "Some of the denied documents may be releasable to certified contractors. To become a certified contractor, submit a completed DD Form 2345 to: United States/Canada Joint Certification Office, Defense Logistics Service Center, ATTN: DLSC-FBA, Federal Center, Battle Creek MI 49017-3084."

5.6.2.2.2. When a militarily critical data document is withheld from a request, Exemption 3, citing 10 U.S.C. 130 condition is applicable and coordination from the JAG office is required.

5.7. Export Control. Documents whose legends have an export-control warning notice are generically referred to as export control data. Documents appropriately designated as export control data are

releasable, unless a critical technological or operational military advantage that meets Statute 10 U.S.C. 130 withholding criteria is applicable. If a requested document image has an export control warning notice legend, accomplish the following:

5.7.1. 10 U.S.C. 130 withholding is applicable if all five of the factors in attachment 6 apply.

5.7.2. If Factor 1a and Factor 1b are both true, contact the technical data content manager and determine if paper print or copy card copies are needed. Prepare a 10 U.S.C. 130 declaration, attach a copy of attachment 6, identify the documents to be evaluated, and if necessary any required copies of affected documents. Submit this information to the office that is responsible for the document's technical content. Attachment 7 provides an example of a 10 U.S.C. 130 engineering data focal point declaration. Attachment 8 provides an example of a technical data content manager declaration.

5.7.3. Allow 10 work days for a response, then initiate follow-up action.

5.7.4. When the technical data content manager's declaration states the documents do not meet the requirements of Factor 1c, Factor 1d, and Factor 1e, immediately release these documents. Prepare a release letter (attachment 5). If the requester is not a certified contractor the release letter must also contain the DD Form 2345 releasability requirement statement (see paragraph 5.6.2.2.1.).

5.7.5. When the technical data content manager's declaration states the documents do meet the requirements of Factor 1c, Factor 1d, and Factor 1e, schedule a meeting to explain the technical factors to the JAG office so they can make a complete and intelligent review prior to providing a written legal decision (opinion). The following information must be provided:

5.7.5.1. A formal letter requesting an official JAG office opinion.

5.7.5.2. A copy of the applicable inquiry letter (attachment 3).

5.7.5.3. A copy of the engineering data focal point declaration (attachment 7).

5.7.5.4. A copy of the technical content manager's declaration (attachment 8).

5.7.5.5. A copy of the nongovernment activity's DD Form 2345.

5.7.5.6. A paper print copy of any document requested by the JAG office.

5.7.6. Follow up with the JAG office if their written opinion is not received within 10 work days. If the JAG office written opinion agrees with the technical data content manager that 10 U.S.C. 130 withholding applies, the document must be withheld if the requester's DD Form 2345 is not sufficient for releasability. Prepare a denial letter (Exemption 8, citing 10 U.S.C. 130, applies).

5.7.7. To be sufficient for releasability, the requester's DD Form 2345 must meet the condition set forth in paragraph 5.6.2. with two exceptions. The exceptions are that the business description stated in block 4 of the DD Form 2345 only has to *"reasonably"* not *"specifically"* match the content of the requested document and, the release letter must conform to the example in attachment 5.

5.8. Final Documentation Action. Accomplish completion of all forms or computer files.

5.8.1. Complete entries in AFMC Form 179.

5.8.2. Ensure all documentation (inquiry letters, release letters, denial letters, etc.), including dates, are appropriately inserted.

5.8.3. Retain the copies of image cards for all documents with restrictive markings that were not released. Hold these cards for at least 90 calendar days beyond the date of the last denial letter since the cards may be necessary to process any appeal action by the requester, then destroy them.

5.8.4. Establish or place any correspondence from a proprietary rights owner, a technical data content manager 10 U.S.C. 130 declaration, and a repository project officer 10 U.S.C 130 declaration in a permanent file to avoid the need to repeat the withhold/release procedures on any future FOIA or non-FOIA request for the same document(s).

5.8.5. Establish pertinent record elements in local data base files to facilitate research on future requests.

5.8.6. Forward all documentation placed in the engineering data focal point project folder repository documentation to the administrative FOIA control office. Ensure that the FOIA office is advised that this constitutes closing action for a specific FOIA office project number.

5.9. Appeals. When an appeal is received, the following must be accomplished:

5.9.1. Evaluate the requester's rationale and, if necessary, request an opinion from the technical data content manager.

5.9.2. Provide the JAG office with an evaluation and request their written decision (opinion).

5.9.3. If the JAG office agrees with the requester, release the documents. If the JAG office does not agree, prepare a letter that states the decision to withhold has been upheld. Forward the letter to the administrative FOIA control office so they can inform the requester that their appeal has been denied locally but it is being forwarded to the HQ AFMC administrative FOIA control office for further review.

5.10. Non-FOIA Requests. When a nongovernment activity submits a request for engineering data that does not cite or imply FOIA status, the procedures and processes established to handle an FOIA request are implemented with the following exceptions:

5.10.1. Coordination with, and reporting to, the FOIA control office is not required.

5.10.2. Coordination with the JAG is not required unless withholding actions are challenged by the requester.

5.10.3. The requirements of AFI 37-131/AFMCS 1, do not apply in processing the request. However, the guidance contained in AFI 37-131 should be applied to EDSC actions since withholding any data, for any purpose, may result in an FOIA request.

Section E—Foreign Military Sales

6. Requests. Foreign Military Sales (FMS) requests received by the designated center FMS engineering data monitor are acceptable only from the Air Force Security Assistance Center (AFSAC). FMS requests from other than AFSAC will be forwarded without action to AFSAC for processing.

6.1. Accepted Requests. Accepted requests require the following actions:

6.1.1. Evaluation of Request. Evaluate each AFSAC request and verify that the package contains the following:

6.1.1.1. AFSAC PCO identity and phone number.

6.1.1.2. An AFSAC case designator project number.

6.1.1.3. Identifies the specific aircraft T/M/S or EI component or a listing containing the document (part) number, revision level, and CAGE code for each document required if only individual documents are required.

6.1.1.4. States whether the request is a one-time issue requirement or if subsequent automatic updates will be necessary.

6.1.1.5. Provides a ship to address such as the embassy or country freight forwarder as listed in the Military Assistance Program Address Directory (MAPAD).

6.1.1.6. Provides a 14-digit Military Standard Requisitioning and Issue Procedure (MIL-STRIP) number.

6.1.1.7. States that the AFSAC PCO must be provided the processing cost via telephone or other electronic means before making up a set of data for shipment.

6.2. Processing of Request. Process each AFSAC request as follows:

6.2.1. Establish an FMS special project folder.

6.2.2. Remove the requested set of data from repository files.

6.2.3. Obtain inputs from the technical content manager when necessary.

6.2.4. Return the request to the AFSAC PCO when the technical data content manager cannot identify the individual documents or if unidentifiable individual documents were requested, return the request to the PCO for further action with the FMS requester.

6.2.5. Establish a special project file for FMS requests that require automatic updates.

6.2.6. Count the number of cards in the set of data and according to with DoD 7290.3-M, Table 716-3, multiply this number by 88 cents to arrive at the total allowable FMS processing cost.

6.2.7. Provide the AFSAC PCO with the processing cost by telephone or other electronic means.

6.3. Lack of Funds. When informed by the AFSAC PCO that funds are not available the following procedures apply:

6.3.1. Terminate the project when directed by the AFSAC PCO response.

6.3.2. Suspense the request for follow up to the AFSAC PCO on the date the AFSAC PCO indicates they expect receipt of money.

6.3.3. Initiate follow up by telephone or other electronic means and request the AFSAC PCO for direction to proceed or terminate the action on the project.

6.4. Funding Available. When the AFSAC PCO verifies money is available, use the following to continue processing the FMS case.

6.4.1. Make an image card set using DD Form 1562H(O), Dual Purpose Engineering Document Card, or DD Form 1562I(O), Dual Purpose Engineering Document Card.

6.4.2. Process record copy cards for refile.

6.4.3. Place the FMS image card set in the folder.

6.4.4. Make an overall initial numerical listing (index) of all the document numbers and, as applicable, identify any document number (card) that is classified or has a proprietary ownership legend. This list will become the preliminary shipping list.

6.5. Coordination. Prepare and submit a letter to the Foreign Disclosure Policy Office (FDPO) that provides the following information:

6.5.1. Identity of the case designator project number and the aircraft T/M/S or EI component or individual document (part) number(s) with revision and CAGE code.

6.5.2. A copy of the preliminary shipping list.

6.5.3. The location where documents listed on the shipping list may be viewed.

6.5.4. Guidance that informs the FDPO that when they approve the request, they must also include a signed approved statement on the preliminary packing list and return the list with their approval letter.

6.6. FDPO Procedures. Upon receipt of an engineering data FMS project officer request, the FDPO will accomplish the following:

6.6.1. Determine if any country peculiar limitations apply such as; e.g., a specific configuration.

6.6.2. Determine if the set of data is necessary (authorized) to support the requesting country maintenance needs.

6.6.3. Determine if any proprietary ownership data should be shipped and, if determined to be necessary, initiate action through the engineering data FMS focal point to obtain approval from the owner of the proprietary rights data. Attach a copy of the rights release letter to the FDPO response.

6.6.4. Determine if any classified data should be shipped and, if determined to be necessary, obtain coordination from HQ AFMC/INF and all other appropriate administrative security controls functions.

6.6.5. Submit the FDPO approval/disapproval letter to the repository. If some of the cards are not to be shipped, state the reason why and clearly identify on the preliminary packing list which document numbers (cards) are not to be shipped.

6.7. FDPO Response Actions. Review each response received from the FDPO and accomplish the following actions:

6.7.1. Remove the cards designated for shipment from the repository project folder. As necessary, destroy any card identified by the FDPO that shall not be shipped.

6.7.2. Revise shipping list to reflect FDPO direction.

6.7.3. Prepare an original and one copy of the revised shipping list and a six part DD Form 1348-1, DOD Single Line Item Release/Receipt Document. Guidance for preparing a DD Form 1348-1 is contained in attachment 9.

6.7.4. Distribute or utilize the two sets of completed shipping documents DD Form 1348-1 (6 part), as follows:

6.7.4.1. Mail parts 1 and 2 of the original set to the AFSAC PCO. The PCO will normally use part 1 to bill the FMS customer account and part 2, as necessary, for other case file documentation.

6.7.4.2. Retain part 3 through 6 of the original set for in-house record needs.

6.7.5. Enclose the copy set in the shipment.

6.7.6. Prepare for shipment and ship by traceable means.

6.8. Follow-on Support. The following practices shall be applied to follow-on FMS support.

6.8.1. When the EDSC receives revised or new documents for a set of data shipped under a previous FMS action, the EDSC will notify the engineering data FMS focal point of the new delivery and specify the total number of cards that would require delivery to a specific FMS country.

6.8.2. The engineering data FMS project monitor will:

6.8.2.1. Determine the dollar amount to provide the new cards to the specific FMS country.

6.8.2.2. Contact the AFSAC PCO by telephone or other electronic means and inform the AFSAC PCO of the previous case designator project number.

6.8.2.3. Request the AFSAC PCO determine if funds are available to pay for the FMS delivery.

6.8.2.4. Verify the FMS country's ship to address is still the same and, if not, obtain the new address.

6.8.2.5. Obtain a 14-digit MILSTRIP number required to process the automatic update shipment.

6.8.3. When the AFSAC PCO confirms money is available follow the procedures applied to an initial FMS project.

Section F—Engineering Data Inactivation, Reactivation, and Destruction

7. Procedures. Procedures to accomplish inactivation, reactivation, and destruction will be established. The following should be considered:

7.1. Plans. Develop data inactivation, reactivation, destruction plans when receipt of new data, revisions to existing data, or the phaseout or reactivation of a weapon system EI, NHA, or a bit-piece part occurs.

7.1.1. Identify focal point key players such as inventory managers, program manager, technical office, cataloging, provisioning, and EDSC activities.

7.1.2. Ensure plans address such conditions as:

7.1.2.1. Focal point names, office symbols, and telephone numbers.

7.1.2.2. Notification procedures.

7.1.2.3. Transfer of master card files to inactive files.

7.1.2.4. Transfer of data stored in digital form to a back-up media.

7.1.2.5. Destruction conditions and procedures.

7.1.2.6. Classified and other types of data media such as artwork.

7.1.2.7. Technical office actions to delete stock management and cataloging records, purging and disposal of excess items, development of a listing of engineering data to be inactivated, reactivated, or destroyed.

7.1.2.8. Customer notification procedures.

Section G—Engineering Data Enhancements and Change

8. Control Procedures. Establish procedures that control the enhancement of drawings or the removal of restrictive legends.

8.1. Restrictive Legend Removal. Proper authority to alter the existing document such as a JAG authorization letter or a release letter from the owner shall be the sole basis for the removal of any restrictive legend.

8.2. Drawing Changes. Drawing changes shall only be accomplished when authorized by the appropriate configuration management authority (AFMCPAM 63-104) through issuance of an engineering order per the criteria of AFI 21-402.

Section H—Facilities

9. Storage. Facilities and procedures for the storage of data must provide protection from damage or deterioration to maximize data longevity.

10. AFMC Prescribed Forms: 41, 176, 177, 179, 179A, and 180.

GAIL P. BROWN
Director, PDSM Program Office

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

References

AFPD 21-4, Engineering Data

AFI 21-401, Engineering Data Storage, Distribution, and Control

Abbreviations & Acronyms

AFMC—Air Force Materiel Command

AFSAC—Air Force Security Assistance Center

AGMC—Aerospace Guidance and Metrology Center

ALC—Air Logistics Center

CAGE—Commercial and Government Entity

CBD—Commerce Business Daily

CCAL—Certified Contractor Access List

CDMS—Contractor Data Management System

CL—Commodities List

DLSC—Defense Logistics Services Center

DoD—Department of Defense

DoDISS—Department of Defense Index of Specifications and Standards

DoDSSP—Department of Defense Single Stock Point

EDSC—Engineering Data Support/Service Center (support center when referring to a primary DoD repository, service center when referring to a local base-level repository)

EI—End Item

FDPO—Foreign Disclosure Policy Office

FMS—Foreign Military Sales

FOIA—Freedom of Information Act

HQ—Headquarters

JAG—Judge Advocate General

MAJCOM—Major Command

MAPAD—Military Assistance Program Address Directory

MCTL—Militarily Critical Technology List

MEDALS—Military Engineering Data Asset Locator System

MILSTRIP—Military Standard Requisitioning and Issue Procedures

ML—Munitions List

NHA—Next Higher Assembly

OI—Operating Instruction

PCO—Program Control Officer

PDO—Publications Distribution Office

POC—Point of Contact

PR—Purchase Request

SAF—Secretary of the Air Force

T/M/S—Type, Model, and Series

U.S.C—An abbreviation for United States Code

Terms

Automatic Update Activity—Activities on an ALC repository mailing list that require sets of data to support their field level or depot level maintenance shops. The activities usually are a Category III or Category IV local base-level (domestic and foreign) Engineering Data Service Center (EDSC). However, exceptions may exist for nonmaintenance activities (e.g., acquisition data management, configuration management, program management, etc.) and for bases that do not have a local base-level EDSC.

Bid Set—A generic term used to identify image cards (processed copy cards) that provide engineering data information to support the solicitation of replenishment spares.

DoD Index of Specifications and Standards (DoDISS) Document—Those publications listed in the DoDISS that are stocked and issued by the Department of Defense Single Stock Point (DoDSSP).

EDSC Activities—Activities that store and distribute engineering data. For the purposes of this manual, these activities are generically referred to as an official repository. Within the Air Force there are five categories. Categories I through IV are assigned to local base-level engineering data service centers. The principal objective of a local base-level EDSC is to support maintenance activities. Category V is designated as a primary DoD repository and is the only facility authorized to accept data deliveries for retention as official engineering data. Functional description follows:

- CATEGORY I EDSC. This EDSC is established to support a base or installation whose mission requires minimal engineering data. These EDSCs do not maintain data files nor are they authorized to have any equipment for viewing and reproduction. A DoDISS documents library is permitted.

- CATEGORY II EDSC.This EDSC is established to support a base or installation whose mission requires small amounts of engineering data. These EDSCs do not maintain data files but may have equipment for viewing and printing copies of engineering data. These EDSCs may requisition engineering data on a one-time basis. A DoDISS documents library is permitted.

- CATEGORY III EDSC. This EDSC is established to support a base or installation whose mission requires individual items of data, some partial or complete sets of data, and the maintenance of data files. These EDSCs requisition data on a one-time basis. They are authorized to have equip-

ment for viewing and printing copies of engineering data. A DoDISS documents library is permitted.

- CATEGORY IIIA EDSC. This EDSC is established to support a base or number of bases geographically located whose mission required tailored set of engineering data. These EDSCs maintain data copy files and have equipment for viewing and printing. This EDSC category is established primarily for receipt of digital engineering data through digital transmission from the Category V EDSC in response to remote digital requests.

- CATEGORY IV EDSC. This EDSC is established to support a base or installation whose mission requires complete sets of data. These EDSCs must maintain data files. They are authorized to have equipment for viewing and printing copies of engineering data. DoDISS documents library is permitted.

- CATEGORY V EDSC. This EDSC is established to receive new data from contractors, subcontractors, vendors, and government design activities; process requests for copies of individual items and sets of data from government and nongovernment activities; provide automatic updates to Category III and Category IV EDSCs and to other individuals or activities as necessary. These EDSCs are primary DoD repositories maintaining the official Air Force record copies of data, sets of data (reserve files), and have complete reproduction capabilities for that data. These EDSCs also perform the local base-level EDSC operations for their respective bases. DoDISS documents library is permitted.

Engineering Data—Those data, regardless of form or characteristic, required to define a design or process that can be used to produce, support, operate, test, and inspect a product or service. The term engineering data is generically used when referring to engineering drawings, level 3 data, level 2 data, technical data packages, production data, product definition data, and other similar expressions.

Repository Files—As the following files.

- Contract File. A file that contains contractual information, as rights-in-data background, contract numbers delivery dates, and acceptance documentation.

- Inactive File. A file used to store Type I camera master cards that are no longer active.

- Joint Engineering Data Managment Information Control System (JEDMICS) File. A file that contains engineering data images stored on optical disks. JEDMICS is associated with Electronic Data Interchange (EDI), and the philosophies of Continuous Acquisition and Life-Cycle Support (CALS).

- Master File. A file that contains the official Air Force record copies of engineering data. The master file contains copies of repository distribution mediums other than microfilm such as disks, tapes, and CD-ROMs.

- Public Law File. A field that contains release/withhold information such as proprietary ownership inquiries, 10 U.S.C. 130 declarations, legal opinions, relative to particular data.

- Reserve File. A file (primary and secondary) that contains the various sets of data maintained by an ALC repository.

- Special Project File. A file that contains unique card decks (sets of data) for authorized activities that require automatic updates (e.g., a contractor facility, a foreign country, maintenance shop, etc.).

- Temporary File. A file whose principal purpose is to maintain data (processed copy cards) for an active project that requires input from another activity prior to releasing or destroying the cards such as data associated with a nongovernment activity request or a bid-set slave deck.

Set of Data—A deck of image cards containing engineering data for various unique systems or subsystems. These sets of data make up Category V repository reserve files.

Tabulating Cards—An 80-column card, with or without an aperture, on which information is indexed using punched holes that can be machine-sensed for sorting, collating, listing, or totaling. Individual explanations for a series of unique military tabulating cards with a "D" size aperture (i.e., DD Form 1562, **Dual Purpose Engineering Document Card**) follow:

- Aperture Card. An unprocessed tabulating card with an aperture (rectangular hole) designed for the subsequent mounting of a developed frame of Type I silver-halide (camera or noncamera) microfilm. Furthermore, the expression "aperture card" is commonly used when referring to any tabulating or nontabulating card (military or commercial), whether processed or unprocessed, that has an aperture.

- Camera Card. An unprocessed tabulating card whose aperture contains undeveloped Type I silver-halide camera microfilm. A camera card is designed for its film to be exposed and processed while in the aperture.

- Copy Card. An unprocessed tabulating card whose aperture usually contains undeveloped Type II diazo noncamera microfilm. A copy cards undeveloped diazo film is designed to be exposed and processed by contact printing in a card-to-card duplicating device.

- Image Card. A processed aperture card, camera card, or copy card. A processed card is key-punched (Hollerith information), has eye-readable (unaided) header information, and its aperture (rectangular hole) contains developed (imaged) microfilm (silver-halide, diazo, or vesicular).

Nonaperture Tabulating Cards—These cards are used to supplement image card Hollerith information. The DD Form 1309 card documents additional model or type designations and the DD Form 1310 card documents additional part and drawing number information.

Attachment 2

EXAMPLE RELEASE LETTER

MEMORANDUM FOR *(Enter the Requester's Address)*

FROM: *(Enter Organization Title and Address)*

SUBJECT: Freedom Of Information Act (FOIA) Request

Dear (Enter the name of the party signing the request for the information)

On *(Enter Date)*, under the Freedom of Information Act (FOIA), your agency requested *(Enter the total number of documents requested)* engineering documents. Project number *(Enter the number assigned to the request)* has been assigned to your request.

As requested, the documents consisting of *(Enter the total number)* image cards are provided. The cost of search, review, and duplication is waived.

<div align="center">OR</div>

As requested, the documents consisting of *(Enter the total number)* image cards are provided. The cost of search, review, and duplications $*(Enter the appropriate fee amount)*.

It must be understood the following conditions apply: "Each document provided is a copy of the latest issue we have in our file. However, the information is not authorized to manufacture products for sale to the Department of Defense or any other entity."

Our point of contact is *(Enter name, office symbol, and commercial telephone and facsimile number)*.

> *(Enter the Administrative FOIA Control Office Signature Block)*

Attachments:
1. Image Cards *(Enter total number)*

Attachment 3

EXAMPLE INQUIRY LETTER

MEMORANDUM FOR: *(Enter address of proprietary claim owner)*

FROM: *(Enter organization title and address)*

SUBJECT: Request for Information to Support Your Proprietary Claim

(Enter identity of the requester) has requested copies of *(enter number)* documents, as specified in attachment 1, under the Freedom of Information Act (FOIA). Project number *(enter the assigned number)* has been assigned for this FOIA request. The requested documents are marked as being proprietary to you. A copy (attachment 2) of 5 U.S.C 552(b)(4) information is enclosed.

The identity of the requested documents and the identity of the contract numbers under which the documents were delivered follow *(enter the appropriate information):*

Document No. & CAGE	Contract No.	Document No. & Cage	Contract No.
XXX ; XX	XXXXX	XXX ; XXX	XXXXX
XXX ; XXX	XXXXX	XXX ; XXX	XXXXX

OR

The identity of the requested documents and the contract numbers under which the documents were delivered are attached.

Will you voluntarily relinquish your proprietary claim? If your answer is "yes," please provide in your response a statement whether the release is for FOIA, government use only, or both. If your answer is "no," please answer the following questions and provide supporting rationale for each response.

a. How does the proprietary information give you an advantage over competitors who do not have it?

b. Is the proprietary information not generally known in the trade?

c. Have you taken measures to keep the proprietary information secret?

d. Was the proprietary information developed exclusively with your money or with some private (non-government) money or negotiated with mixed funding?

e. If the proprietary information was not developed by yourself, did you legally acquire it from someone who did?

f. If you also believe some other contingency is appropriate to substantiate your proprietary claim, provide information that relates to the specific circumstance(s).

g. If some of the requested document information is not proprietary, and this portion can be reasonably segregated, provide a copy of the document with the proprietary legend blacked out.

Your response is required by *(enter date)*. Our point of contact is *(enter name, office symbol, and commercial telephone and facsimile number)*.

> *(Enter the Administrative FOIA Control Office Signature Block)*

ATTACHMENTS:
1. Copy Cards *(enter total number)*
2. 5 U.S.C. 552(b)(4) Information
3. Document List *(if attached)*

Attachment 4

DENIAL LETTER CRITERIA

1. Use personalized letter format prescribed in AFMAN 37-126, *Preparing Official Communications.*

2. Acronyms or abbreviations shall not be used in the text of the letter.

3. Expand the first paragraph of the letter to identify, if applicable, any unique peculiarities.

4. Subsequent paragraphs must address a specific Title 5 exemption condition. One or all the example paragraphs may need to be incorporated into a letter.

5. The last paragraph in the letter will contain the exact wording specified in the example letter.

6. Denial letters must be signed by the Initial Denial Authority designated by the center commander.

7. A duplicate of the signed original shall be provided to the FOIA control office. The official file copy shall show coordination with the JAG and FOIA offices.

8. Courtesy copy distribution shall not be entered on the original copy sent to the requester.

EXAMPLE DENIAL LETTER

MEMORANDUM FOR: *(Enter the requester's name and address)*

FROM: *(Enter organization, title, and address)*

Dear *(Enter the name of the party originating the FOIA request)*

This is in response to your Freedom of Information Act request of *(enter date of original request)* to *(enter the EDSC address)* requesting *(enter number)* and it addresses releasable, nonreleasable, and nonavailable documents. *(Enter number)* documents were mailed to you on *(enter date)*, and *(enter number)* documents will be mailed under separate cover by *(enter date)*. *(Enter number)* documents are being withheld. The remaining *(enter number)* documents are not available. See the attached list.

The following listed document(s) is/are withheld from release pursuant to United States Code, Title 5, Section 522(b)(1). Releasing the listed document(s) would impair our ability to protect military information that is detrimental to the security of our national defense.

(list the document(s) being withheld on this request)

The following listed document(s) is/are withheld from release pursuant to United States Code, Title 5, Section 522(b)(3). The specific statute is United States Code, Title 10, section 130. Releasing the listed document(s) would impair our ability to protect critical *(enter operational or technoligical)* military advantage.

(list the document(s) being withheld on this request)

The following listed document(s) is/are withheld from release pursuant to United States Code, Title 5, Section 522(b)(4).These listed documents are not releasable because they are associated with trade secrets that are proprietary to *(enter the owner's name)*. Releasing these documents would impair the government's ability to acquire data in the future and could subject the United States government to liability damages by causing harm to (enter owner's name) competitive position.

(list the document(s) being withheld on this request)

If you decide to appeal this denial or if you interpret the not available response as an adverse action, write to the Secretary of the Air Force within 60 calendar days from the date of this denial letter. Address your appeal letter to:

Secretary of the Air Force
THRU: *(enter appropriate administrative FOIA control office address)*

Sincerely,

(enter appropriate IDA signature block)

Attachments:
1. Document List

EXAMPLE OF A DENIAL LETTER (Cont)

INDEX LIST

I. List of documents that were mailed to your office on *(enter date)*:

2178101	329617	360491	381910
274130	345785	361011	384512
274219	358240	371534	390998
307064	359981	371953	562211
329616	359983	376023	596817

II. Document 426375 was mailed to your office on *(enter date)*:

III. List of documents that will be mailed to your office under separate cover by *(enter date)*:

274225	358391	373264	390181
274226	360023	375748	390840
274241	364725	376024	391597
307795	364860	385041	391894
329285	367340	385175	416112
329608	367341	387376	417723
329612	371533	389306	525487
358241			

IV. List of documents being withheld:

364501	394215	553783	596950
391971			

V. The remaining documents are not available.

Attachment 5

EXAMPLE OF A CONTROLLED CONDITION RELEASE LETTER

MEMORANDUM FOR: *(enter the requester's address)*

FROM: *(enter organization title and address)*

Dear *(enter requester's name)*

On *(enter date)*, under the Freedom of Information Act, your company requested *(enter number)* engineering data documents. Your request is identified as *(enter project number)*.

Because you are a certified contractor and a potential bidder, to promote future competition, the following documents *(enter identification)* consisting of *(enter number)* image cards are provided. Cost of search, review, and duplication is waived.

These documents *(enter* may *or* will) be used in a future controlled bid-set solicitation. Furthermore, it must be understood that the documents are only provided for your use in submitting a bid. Whether you do or do not submit a bid, you must certify in writing that you have not made additional copies, provided copies to anyone else, and that you will take measures to limit access to the documents.

Our point of contact is *(enter name)*, *(enter office symbol)*, at *(enter commercial telephone and facsimile number)*.

                                                 Sincerely,

                                                 *(enter administrative FOIA control
                                                 officer signature block)*

Attachments:
1. Image Cards *(enter number)*

Attachment 6

INSTRUCTIONS FOR 10 U.S.C. 130 WITHHOLDING

1. To cite Statute "10 U.S.C. 130" to withhold engineering data documents requires a written declaration saying all of the following five factors are true.

    a. There is no established US Government distribution medium to automatically place the document in the public domain.

    b. The document has never been in the public domain without restriction.

    c. The document is technical or engineering information rather than scientific or educational.

    d. The document cannot meet appropriate criterion to be designated a classified document.

    e. The content of the document must address a significant military or space application and, unrestrictive placement in the public domain would impair or jeopardize a critical technological or operational military advantage.

2. A signed declaration (Memorandum of Record) from the repository project officer addressing Factors 1.a and 1.b is necessary. Attachment 7 provides an example of a typical statement. The format of attachment 7 shall not be varied.

3. A signed declaration (Memorandum of Record) from the technical content manager addressing Factors 1.c, 1.d, and 1.e is also necessary. Attachment 8 provides an example of a typical statement. The format of attachment 8 shall not be varied. However, as necessary, vary the supporting rationale to make sure each factor is addressed. To support Factor 1.e, the specific circumstances of the military advantage must be explained. When explaining why Factor 1.e is true, words like compromise, national security, et cetera, cannot be used.

Attachment 7

EXAMPLE OF A REPOSITORY PROJECT OFFICER'S 10 U.S.C. 130 DECLARATION

MEMO FOR RECORD:

SUBJECT: Supporting Documentation for 10 U.S.C. 130 Withholding *(enter project number)*

1. There is no established U.S. Government distribution medium for placing the requested document(s) *(enter identity)* in the public domain without restriction.

2. There is no official non-release documentation in the repository file; but, to the best of my knowledge the requested document(s) has not previously been placed in the public domain without restriction.*

3. I am assigned to the repository responsible for distributing the requested document(s) and, I am familiar with the distribution process *(enter your name, office symbol, and commercial telephone and facsimile numbers)*.

(enter your signature and date)

Attachments:
1. Non-Release Documentation

* If official non-release documentation is available, attach a copy and replace paragraph 2 with the following:

"2. Documentation (Atch 1) shows the requested document(s) has not previously been placed in the public domain without restriction."

Attachment 8

EXAMPLE OF A TECHNICAL DATA CONTENT MANAGER'S 10 U.S.C. DECLARATION

MEMO FOR RECORD   *(enter date)*
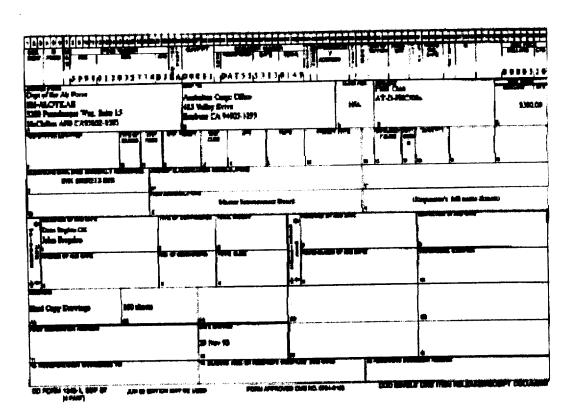
SUBJECT: Supporting Document for 10 U.S.C. 130 Withholding *(enter project number)*

1. The requested document(s), *(enter identity)*, describes operational performance characteristics based on laboratory test, studies, analyses. Therefore, the documents content is *(enter technical or engineering)*.

2. Because the document(s) cannot be classified, a documented controlled release to a certified contractor would not cause damage to the national defense.

3. The document(s) contain *(enter military or space)* information related to a commercial off-the-shelf signaling unit strapping options. The strapping options are unique to the DoD. With the strapping information and signaling unit, anyone could access telecommunication lines within a tactical weapon system switching center. Therefore, placing the requested document(s) in the public domain would jeopardize the DoD ability to protect a critical operational military advantage.

4. Based on the above rationale and the repository project officer's declaration that the requested document(s) has not previously been placed in the public domain without restriction, the requested document(s) is considered to meet the withholding requirements of 10 U.S.C. 130.*

5. I am assigned to the office responsible for the requested document(s) technical content and I am familiar with this content. *(enter your name, office symbol, and commercial telephone and facsimile numbers)*

                                        (enter your signature and date)

*If the requested document(s) is not marked with a distribution statement, or it is improperly marked, add the following information to paragraph 4: "Mark the document(s) with distribution statement *(enter appropriate letter)*. The "fill in reason" is *(enter appropriate reason)* and the "date of determination" is *(enter date)*."

Attachment 9

DOD FORM 1348-1

INSTRUCTIONS FOR COMPLETING DD FORM 1348-1

Block or Column *	Instruction
Columns 23-24 (Unit of Issue)	Insert CD (Cards).
Columns 25-29 (Quantity)	Insert the number of cards being shipped: i.e., 00999.
Columns 30-43 (Document No.)	Insert the 14-digit MILSTRIP number provided by the PCO.
Columns 74-80 (Unit Price)	Insert 0000088.
Block A (Shipped From)	Insert EDSC mailing address.
Block B (Ship To)	Insert the country's freight forwarder or embassy address provided by the PCO
Block D (Project)	Insert the case designator project number.
Block E (Total Price)	Multiply number of cards being shipped times 88 cents; insert the amount.
Block X (Item Nomenclature)	Insert, e.g., set of date - F-16A/B. If additional space is needed, continue in Block Y.
Block AA (Remarks)	Insert mode of shipment. Usually Code T (air freight forwarder).
Block 12 (Date Shipped)	Self-explanatory.

*Leave all other blocks/columns blank.

Attachment 10

AF FORM 1147 INSTRUCTIONS

TO: Insert the repository office symbol.

FROM: Insert the requester's office symbol and when applicable, if the customer is a local base-level or ALC customer, insert their local account number.

DATE: Self-explanatory.

SECTION 1: ORIGINATOR Self-explanatory. Initially the signature block is left blank so it can be used as an acknowledgment of receipt by the customer. If over-the-counter service is used, the signature is affixed at the time of customer pickup. If mail is used, the repository must include a copy of the completed AF Form 1147 in the delivery and instruct the requester to sign in the signature block and return the signed AF Form 1147 to the repository.

SECTION 2: TYPE/DELIVERY DATA. Self-explanatory.

SECTION 3: USE. To properly complete the intended use block, insert one or more of the codes listed below. If none of the intended use codes do not apply, insert a brief explanation that explains why the documents should be issued. If a satisfactory reason is not provided, the requested document(s) may not be issued.

Intended Use Codes:

A	Procurement
B	Government manufacture
C	Maintenance and overhaul
D	Cataloging
E	Standardization & interchangeability
F	Quality control - inspection
G	Provisioning
H	Overhaul
I	Interface Control
J	Service test
K	Design evaluation
L	Development
M	Installation
N	Repair
O	Modification
P	Performance evaluation
Q	Replacement of worn, torn, or lost data
R	Government requirements; multi-national production; and bi-lateral co-production

SECTION 4:
   a. **REQUIREMENTS.** Self-explanatory.
   b. **FOR USE BY EDSC.** Insert the rights-in-data information (limited or unlimited) and inform the requester, at time of delivery, when a delivery includes limited data.

SECTION 5: REMARKS. Insert information such as an off site location that may have the data.

SECTION 6: GOVERNMENT RIGHTS ON ABOVE DRAWINGS WERE DETERMINED BY. Repository clerks are to complete these entries when there is a need to verify whether previously restricted rights legends status has changed or there is a conflict between the legend that is on a drawing and the rights code that is applied to a document. Validation is usually obtained from a designated data rights clerk.